

**Date Stamp  
Here**

## 1

SBE Map # \_\_\_\_\_ Group \_\_\_\_\_ Parcel \_\_\_\_\_

Date Applied \_\_\_\_\_, 20\_\_\_\_ Date Issued \_\_\_\_\_, 20\_\_\_\_

QUALITY PRINTING COMPANY - Form 9509



# City of Gallatin Sign Permit Application

**A Building Permit is required for all signs and awnings. See Checklist on reverse side for required documents.**

**For Office Use Only:**

PC File#: \_\_\_\_\_

Permit No. \_\_\_\_\_

Fee: \$ \_\_\_\_\_

Zoning District: \_\_\_\_\_

Tax Map # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cash/ Check # \_\_\_\_\_

Receipt #: \_\_\_\_\_

Temp. Sign Start Date: \_\_\_\_\_

Stop Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_

**\* For Signs or Awnings over or across streets see Gallatin Municipal Code Chapter 15-6 on reverse side.**

Sign Location Address: \_\_\_\_\_ Business Name on Sign: \_\_\_\_\_

Phone Number of Business: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Property Owner Address: \_\_\_\_\_

Property Owner Phone No.: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Sign Contractor Address: \_\_\_\_\_

Sign Contractor Phone No.: \_\_\_\_\_ Contact Person: \_\_\_\_\_

**Sign Type and Quantity:**

☐ \* Temporary Banner    ☐ Suspended  
☐ Marquee    ☐ Projecting  
☐ Roof    ☐ Window/Door  
☐ Billboard    ☐ \* Awning  
☐ Wall    ☐ \*\*Freestanding  
☐ Channel    ☐ Monument  
☐ Cabinet    ☐ Pole

**Sign Size:**

\_\_\_\_\_ Length Feet  
 \_\_\_\_\_ Height Feet  
 \_\_\_\_\_ Total Sq. Feet

**Required Other Measurements:**

\_\_\_\_\_ Height from bottom of sign to ground (Freestanding)  
 \_\_\_\_\_ Height from top of sign to ground (Freestanding)  
 \_\_\_\_\_ Width of Road Frontage (Freestanding)  
 \_\_\_\_\_ Width of Building Façade (Wall)  
 \_\_\_\_\_ Feet of Leading Edge of Sign from Front Property Line (Freestanding)

**Sign Characteristics and Quantity:**

☐ Single Faced    ☐ Double Faced    ☐ Illuminated    ☐ Other:

**Existing Signs** (Square Feet / Sign Type)

Total of ALL existing signs: \_\_\_\_\_ sq. ft. of wall signs.

Total of ALL existing signs: \_\_\_\_\_ sq. ft. of freestanding signs

Sign No. 1 \_\_\_\_\_ / \_\_\_\_\_

Sign No. 2 \_\_\_\_\_ / \_\_\_\_\_

Sign No. 3 \_\_\_\_\_ / \_\_\_\_\_

Sign No. 4 \_\_\_\_\_ / \_\_\_\_\_

Sign No. 5 \_\_\_\_\_ / \_\_\_\_\_

Sign No. 6 \_\_\_\_\_ / \_\_\_\_\_

**Comments:** \_\_\_\_\_

I hereby acknowledge that the information given herein is correct and true and I agree to comply with all laws and regulations governing signs in the Gallatin Planning Region.

Applicant's Signature

Date

\$ \_\_\_\_\_  
Valuation

**\*\* A setback inspection is required for all freestanding signs prior to installation.  
Contact the Planning Division at 451-5796 to schedule your inspection. A 24 hour notice is required.\*\***

**Office Use Only**

**Required Setback of Freestanding Sign:** \_\_\_\_\_

**Actual Setback of Freestanding Sign:** \_\_\_\_\_

# Sign Checklist

Fill out all that apply

## Wall Sign

- ☐ Building Permit
- ☐ Illustration of front façade showing:
  - sign location
  - width of front façade of business unit
- ☐ Illustration of sign showing:
  - Cabinet Sign:**
    - height and width of sign
  - Channel Letter Sign:**
    - dimensions of each individual letter
- ☐ Distance above parapet if applicable
- ☐ All applicable areas filled out on application

---

## Freestanding/Monument Sign

- ☐ Building Permit
- ☐ Site Plan of property showing:
  - sign location
  - width of front property line
  - all ROW locations
  - distance from bottom of pole to property line
- ☐ Illustration of sign showing:
  - height from ground to bottom of sign
  - height and width of sign
- ☐ All applicable areas filled out on application

---

## Awning Sign

- ☐ Building Permit
- ☐ Illustrations of:
  - front façade showing awning location, dimensions and width of façade.
  - aerial illustration of building showing proposed awning dimensions, and location and dimensions of sidewalk, parking and right-of-way if applicable.
- ☐ Illustration of sign on awning with dimensions
- ☐ All applicable areas filled out on application

---

### **Gallatin Municipal Code 15-6. Signs and awnings, etc., over or across street, etc., restricted.**

(a) Signs, awnings, or other structures which project over any street or other public way shall be erected subject to the requirements of the City of Gallatin Zoning Ordinance and applicable building codes. It shall be unlawful for any person to place or have placed any banner or sign across or above any public street or alley except as expressly authorized by the Zoning Ordinance or city council.

(d) In the event the application shall be approved, the applicant shall furnish and maintain adequate liability insurance coverage for the protection of the general public and shall hold the city harmless from any damages resulting from the placement and maintenance of said structure or device and this shall be accomplished by a separate written agreement binding upon the applicants, their heirs, personal representatives, assigns and successors.

(g)...Signs and awnings authorized in the Gallatin Zoning Ordinance shall not be required to obtain city council approval.

AMENDED ORDINANCE NO. 00903-28

ORDINANCE AMENDING CHAPTER 5, ARTICLE III, SECTION 5-58 OF THE  
GALLATIN MUNICIPAL CODE, AMENDMENTS TO THE BUILDING CODE.

BE IT ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, as follows:

1. That the Gallatin Municipal Code, Section 5-58. **Amendments to the building code.** is hereby amended by deleting subparagraph (a) (3) in its entirety and replacing it with the following:

(3) *Section 108.2 Schedule of permit fees*, is amended by deleting the words " the applicable governing authority" and replacing it with "Chapter 5, Article III of the Gallatin Municipal Code and set forth herein as follows:

*Building Permit Fee Schedule*

The permit fee shall be based upon an affidavit of total valuation prepared by the city attorney and executed by the applicant for a permit. An applicant who intentionally undervalues the cost of construction shall be subject to the provisions of Section 108.3 of the International Building Code and shall be reported to the city attorney who shall take such steps as are necessary to insure that the individual is prosecuted to the fullest extent permitted by law. The permit fee shall be calculated on the applicant's total valuation as follows:

<b>Total Valuation</b>	<b>Fee</b>
Under \$1,000	No fee, unless inspection required, in which case a \$30.00 fee for each inspection shall be charged.
\$1,000 to \$49,999	\$30.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000.00.
\$50,000 to \$99,999	\$260.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000.00.
\$100,000 to \$499,999	\$460.00 for the first \$100,000.00 plus \$3.00 for each additional thousand or fraction thereof, to and

including \$500,000.00.

\$500,000 and up	\$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.
------------------	---

Reinspection fees shall be as follows:

Residential Reinspection	\$30.00
Commercial Reinspection	\$50.00

2. That subsection (c) is amended by adding the following sentence:

“Said fee shall only be applicable to those structures for which plans review is required by this or any other code or ordinance and shall be paid in full prior to the commencement of any review work by city staff.”

3. BE IT FURTHER ORDAINED BY THE CITY OF GALLATIN, TENNESSEE, that this Ordinance shall take effect retroactively to April 7, 2009, the public welfare requiring such.

PASSED FIRST READING: March 17, 2009.

PASSED SECOND READING: April 21, 2009.

\_\_\_\_\_  
MAYOR JO ANN GRAVES

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
CONNIE KITTRELL  
CITY RECORDER

\_\_\_\_\_  
JOE THOMPSON  
CITY ATTORNEY